

Approved on October 14, 2020

Churchill Village South Homeowners Association
Virtual Board of Directors Meeting
September 9, 2020

The Board of Directors of Churchill Village Homeowners Association held a virtual Board of Directors Meeting on Wednesday, September 9, 2020 at 7:00 p.m.

Board Members Present:

Jim Ganz, President
Aaron Skolnik, Treasurer
Kathie Matthews, Secretary
Patricia Jones-Butler, Director

Also Present:

Alan Van Grack, Community Manager
Ruth Ann Allen, Recording Secretary

Board Member Resignation:

Holly Williams, Director

Homeowners Present – Call-Ins:

Caitlin Mcgee Crane, 55 Lake Park Court
Steve Murphy, 20006 Lake Park Drive
Pat Braum, 19909 Wyman Way
Wilson Badillo, 19960 Wild Cherry Lane
Wheeler Hughes, 20135 Laurel Hill Way

A. MANAGEMENT ANNOUNCEMENT

As a general reminder, recording and videotaping of Board Meetings are not allowed. The official recording of the Board's meetings and decisions is the adopted minutes, not a tape or video recording of the meeting.

B. MINUTES

1. July 9, 2020 Board of Directors Meeting Minutes and Closed Meeting Minutes

MOTION: (Jim Ganz/Aaron Skolnik) Approve the July 9, 2020 Board of Directors Meeting Minutes and the Closed Meeting Minutes.

Vote: Motion Passed – Unanimous

C. HOMEOWNER OPEN FORUM

1. Caitlin Crane, 55 Lake Park Court, inquired about installing reserved parking in the Willow Cove Townhouse Condominium (WCTC) community. She noted that residents are now placing cones in parking spaces to reserve them. Ms. Crane noted that every townhome should be able to have one (1) reserved parking space.

Jim Ganz noted that parking is a problem in WCTC, however, a good solution to the problem has not been brought forth. Mr. Ganz requested that Ms. Crane provide the number of parking spaces as compared to the number of townhomes in each area and

provide the Board with a proposal for reserved parking. Mr. Ganz noted that Management may have a document/map on the number of parking spaces and addresses.

2. Steve Murphy, 20006 Lake Park Drive, stated that there is a dead tree behind 20004 Lake Park Drive. It was noted that this tree will be inspected and addressed.
3. Wheeler Hughes, 20135 Laurel Hill Way, noted that a neighbor has 15 feet of bamboo which is growing out over their property line. Management noted that a violation notice has been sent to the homeowner.

D. BOARD ACTION ITEMS

1. 2021 Draft Budget – Homeowner Comments

The 2021 Draft Budget was posted on the Association website and all homeowners received a postcard with the web address where the draft budget is posted. Management reported that no comments were received from homeowners. The draft budget is scheduled to be approved at the October 14th Board Meeting.

2. Tot Lot and Clubhouse Use

It was suggested that the signs, regarding the use of the tot lots during the Covid-19 crisis, are no longer needed and could be removed.

The Board suggested that a statement be placed on the website that the Association is not disinfecting the tot lots, and though the signs have been removed, use the tot lots at your own risk.

The Board agreed that the CVS Community Center should remain closed.

3. 2019 Draft Audit

Management provided the Board with the 2019 Draft Audit for review.

MOTION: (Jim Ganz/Aaron Skolnik) Approve the 2019 Draft Audit from Goldklang Group.

Vote: Motion Passed – Unanimous

4. Miscellaneous Tree Work

Management provided the Board with proposals from John’s Labor Group (JLG) (\$10,430.00) and S&P Tree Care (\$10,100.00) for tree removal in CVS. An additional proposal was received from JLG for trimming branches and removing a large oak tree in the amount of \$6,500.00. JLG offered a discount if all the work was approved together.

MOTION: (Jim Ganz/Patricia Jones-Butler) Approve the proposals from John’s Labor Group for tree removal and trimming branches at a total cost not to exceed \$16,930.00 minus discount for doing all the work at one time.

Vote: Motion Passed – 3 ayes/0 nays/1 abstention

5. Lake Park Drive and By the Villas Turf Renovations

Management provided the Board with a proposal from Ruppert Landscape for turf renovations on Lake Park Drive in the amount of \$1,900.00 and a proposal for turf renovations next to The Villas at Willow Cove in the amount of \$2,000.00.

The Board requested that Management check if these proposals include initial watering. The Board will vote on the proposals via email.

6. Lake Park and Wyman Way Fall Mulching

Management provided the Board with a proposal from Ruppert Landscape for Fall mulching on areas of Lake Park Drive and one (1) location on Wyman Way in the amount of \$4,200.00.

The Board requested that Management check that the old mulch will be removed so as not to create “volcanoes” around the trees.

MOTION: (Jim Ganz/Kathie Matthews) Accept the proposal from Ruppert Landscape to mulch selected areas on Lake Park Drive and Wyman Way not to exceed a cost of \$4,200.00.

Vote: Motion Passed – Unanimous

7. Turf Renovations next to Villas Willow Cove

Management provided the Board with a proposal from AW Landscapes for trees on CVS that were identified, when evaluating trees at the Villas, as needing pruning or removal for a total cost of \$6,450.00.

MOTION: (Jim Ganz/Kathie Matthews) Accept the proposal from AW Landscapes for pruning and removal of trees at a cost not to exceed \$6,450.00.

Vote: Motion Passed – Unanimous

8. Mulching Next to Villas at Willow Cove

Management provided the Board with a proposal from Ruppert Landscape for areas next to The Villas at Willow Cove that are too shaded or too small for grass and can be mulched as an option in the amount of \$5,300.00.

The Board questioned the cost of the mulch and requested that Management ask Ruppert if the cost can be reduced. The Board suggested that this mulching be added to the mulching cycle in the Spring.

9. Woodline Cutbacks

Management provided the Board with a proposal from Ruppert Landscape for wood line cutbacks at the following areas for a total of \$3,000.00:

- by the Tennis courts on Wisteria Drive
- at the rear of 19731 Teakwood Circle up to 13629 Winterspoon Lane
- behind 13679 Winterspoon Lane out to Wisteria Drive
- Laurel Hill Way and up to Larkspur Court
- Wood lines surround the Wanegarden Pool

The Board requested that Management check with Ruppert Landscape on how long it would be before the wood lines would grow back.

10. 13509 Teakwood Lane Fence Cleanup

Management received a request from 13509 Teakwood Lane for cleanup of unwanted vegetation growing from the common area through the owner's fence. Management provided the Board with a proposal from Ruppert Landscape to remove the unwanted vegetation in the amount of \$1,375.00.

The Board requested that Management check with Ruppert Landscape if this will be a long term solution or will need to be done regularly and if there is something that could be planted in that area that won't grow onto the owner's property. The Board also requested that Management ask Ruppert why they needed the use of the chipper.

11. Laurel Hill Way Common Area Ground Covering

Management received a request from 20135 Laurel Hill Way that the common area behind 20129-20139 Laurel Hill Way be maintained. Ruppert Landscape provided a proposal to remove the unwanted vegetation and install Pachysandra at a cost of \$4,500.00.

The Board requested that Ruppert itemize the work and provide other options for ground cover.

12. 13512 Walnutwood Lane Drainage

Management previously provided the Board with proposals from John's Labor Group and Ruppert Landscape to improve the drainage on common property behind 13512 Walnutwood Lane. JLG was asked to provide a proposal with the installation of sod which increased the cost of the proposal from \$1,850.00 to \$3,100.00. The cost of the proposal from Ruppert is \$1,025.00.

MOTION: (Jim Ganz/Patricia Jones-Butler) Accept the proposal from Ruppert Landscape for drainage work behind 13512 Walnutwood Lane at a cost not to exceed \$1,025.00.

Vote: Motion Passed - Unanimous

13. Pool Underwater Conduit

Management provided the Board with a proposal from RSV Pools for repairs to the underwater light conduit with installation of one (1) LED underwater light fixture that also includes removal of concrete on the pool deck at a cost of \$3,825.00. RSV noted that if the break is further than 10 feet or there is more than one break they will need to come up with another proposal.

MOTION: (Aaron Skolnik/Patricia Jones-Butler) Accept the proposal from RSV Pools for repairs to the underground conduit at the pool not to exceed \$3,825.00.

Vote: Motion Passed – Unanimous

14. Retaining Walls

Management reported that BECS provided a condition survey, drawing report, and report on the retaining walls that belong to CVS that have not yet received maintenance/repair/replacement attention. BECS provided proposals for the next steps:

Proposal	Cost
Design Documents for Replacement of Walls F, N, and R	\$11,500.00
Bidding Services	\$3,800.00
Quality Assurance Services	\$2,500.00
TOTAL	\$17,800.00

MOTION: (Aaron Skolnik/Jim Ganz) Approve the proposal from BECS to create design documents for replacement of wall F, N, and R; bidding services, and quality assurance services at a total cost not to exceed \$17,800.00; to be paid from Reserves.

Vote: Motion Passed – Unanimous

15. Timber Oak Lane Electrical Cable Replacement

Management received correspondence from Potomac Edison that they are looking into replacing cable on Timber Oak Lane. Potomac Edison provided an updated right-of-way document to install new cable along the edge of the parking lot across from the townhomes.

MOTION: (Jim Ganz/Patricia Jones-Butler) Accept the easement agreement from Potomac Edison to do the underground cable installation.

Vote: Motion Passed – Unanimous

16. Tot Lot Replacement

Management provided the Board with proposals for play equipment for the now empty tot lots on Wild Cherry Lane and Teakwood Lane from Playmark.

Tot Lot	Cost
Behind 19960 Wild Cherry Lane	\$18,542.00
Behind 13601 Teakwood Lane	\$36,868.00

MOTION: (Patricia Jones-Butler/Jim Ganz) Accept the proposal from Playmark for tot lot structure installation at Wild Cherry Lane in the amount of \$18,542.00 and Teakwood Lane in the amount of \$36,868.00 as presented; funds to come from Reserves.

Vote: Motion Passed – Unanimous

PlayMark noted that the manufacturer of the play equipment at the tot lot behind 11 Lake Park Court should be contacted to make repairs.

17. Asphalt, Striping and Curb Painting

Management provided the Board with proposals from O’Leary Asphalt for asphalt patching, crackfill, sealcoat, striping, and curb painting for various areas in the community.

Management also requested proposals from Finley Asphalt & Concrete for this same work which has not be received yet.

The Board requested that this work be put on hold, except for the yellow striping on Lake Park Drive, Lake Park Court, and Timber Oak Drive. The Board asked for more clarification on the cost of the yellow striping.

18. Architectural Review Committee (ARC) Appointment

Management stated that Joey Chambers, 20233 Laurel Hill Way, has volunteered to join the ARC.

MOTION: (Jim Ganz/Aaron Skolnik) Accept the appointment of Joey Chambers to the Architectural Review Committee.

Vote: Motion Passed – Unanimous

E. NEW BUSINESS

1. Little Free Library Installation Request

Jim Ganz noted that a homeowner would like to install a “Little Free Library” on the edge of their property on Winterspoon Lane by the walking path.

The Board requested that the homeowner submit an ARC Application for the installation of the little library.

F. ADJOURN BOARD MEETING INTO CLOSED MEETING

MOTION: (Jim Ganz/Aaron Skolnik) Adjourn the Board of Directors Meeting into Closed Meeting at 9:15 p.m.

Vote: Motion Passed – Unanimous

G. RESULTS OF THE CLOSED MEETING

The Board discussed a violation and took action on suspending charging late fees, sending accounts to Legal Counsel, and initiating new lawsuits/liens via Legal Counsel through December 31, 2020.

H. ADJOURNMENT OF THE CLOSED MEETING

MOTION: (Jim Ganz/Aaron Skolnik) Adjourn the Closed Meeting at 9:26 p.m.

Vote: Motion Passed - Unanimous